

**COTS Organizational Workgroup  
Meeting Minutes  
July 15, 1999**

**Members Present:** Mike Thomas, DIT; Jerry Simonoff, DTP; Dan Ziomek, DTP; Gerry Pacyna, SCC; Andy Poarch, DIT.

**Members Absent:** Bernie Hill, DOC; Ray Davis, DGIF; Mike O'Neil, DSS

**Guests:** Roslynne Blake, Computer Associates International, Inc.; Linda K. Berdine, Soza Company, Ltd.

**Agenda:**

10:30 to 10:35

Opening remarks -- Jerry Simonoff

10:35 to 11:30

[Presentation and discussion of enterprise architecture strategy](#) – Soza Company, Ltd.

11:30 to 11:35

Break

11:35 to 12:25

General discussion of the following questions and topics:

- What steps should the Commonwealth take to implement the Governance model proposed at the last COTS meeting? (Inferred: Does the model require modification?)
- What specific recommendations regarding Governance should be made to the Secretary of Technology and COTS?
- Potential overlap between role of the Enterprise Architecture Review Board and IT Procurement Committee
- Staffing and training of the Enterprise Architecture Team
- James Martin presentation at next meeting?
- Minutes

12:25 to 12:30

Summary of action items and closing comments

**Discussion:**

As at the June meeting, general discussion again focussed on the subject of enterprise architecture. Soza Company, Limited, presented their recommended strategy for developing a Commonwealth architecture. A copy of the [Soza presentation](#) is attached.

Following the Soza presentation, members discussed a proposed Commonwealth enterprise architecture governance model, which was presented at the last COTS meeting and posted for comment on the COTS Web site. With minor revision, the governance organization and roles were adopted as the initial Commonwealth planning model. Revisions will be posted to the COTS Web site (Publications Section). It was agreed that implementation could begin following the approval of an implementation strategy by the Secretary of Technology. The selection and training of the Enterprise Architecture Review Board and Enterprise Architecture Team will be considered as part of the implementation strategy.

Two other agenda items were also addressed. Members agreed to invite James Martin Government Consulting to present their recommended strategy for developing a Commonwealth architecture. Members also agreed to work closely with the COTS-ITP Workgroup to preclude any redundant survey efforts as both workgroups begin to gather customer input on current IT architecture baseline information and corresponding statewide IT contract requirements.